

**For Staff Use Only:**

League / Team: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

CCBI Cleared: \_\_\_\_\_

**Raleigh Parks and Recreation Department  
Coaching Application Form**

**Personal Information**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Emergency Information**

Person to Notify in an Emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Medical Circumstances: \_\_\_\_\_

**Coaching Background**

1. Please circle the coaching position you are applying to coach:    Head Coach    Assistant Coach

2. Have you previously coached with Raleigh Parks & Recreation?    Yes    No  
If yes, which District, sport, and age group have you coached? \_\_\_\_\_

3. Please circle the sport you are applying to coach:

Baseball    Basketball    Cheerleading    Football    Hockey    Lacrosse    Softball

4. What age group or grade level are you applying to coach? \_\_\_\_\_

5. Do you currently have youth participating in the athletic program? \_\_\_\_\_  
If so, what is the player's name and which league do they participate in? \_\_\_\_\_

6. Circle personal playing experience:    Little League    High School    College    Pro

7. What is your coaching experience? \_\_\_\_\_  
\_\_\_\_\_

8. Have you attended the American Sports Education Program (ASEP) training?    Y    or    N  
If yes, please list approximate date of training: \_\_\_\_\_

## Coach's Agreement

I agree that if I am selected to serve as a Head Coach of a team: **(Please initial each statement)**

- \_\_\_\_\_ I will attend all coach meetings or send a representative.
- \_\_\_\_\_ I will attend the ASEP (American Sports Education Program) training during my first season of coaching.
- \_\_\_\_\_ I will read, understand and abide by all league rules and Raleigh Parks & Recreation, Youth Athletic Philosophy and Code of Conduct.
- \_\_\_\_\_ I will be responsible for the return of all equipment and coach badges.
- \_\_\_\_\_ I will be responsible for my team's and coach's conduct on the field/court.
- \_\_\_\_\_ I will be responsible for my teams' parents conduct during a game.
- \_\_\_\_\_ I will set a good example for the players and parents on my team.
- \_\_\_\_\_ I will be responsible for ensuring the safety and accountability of all players on my team until they are released to a guardian or administration.
- \_\_\_\_\_ I understand and will abide by Rule 10.7 in the rule book, which says: No coach shall recruit Raleigh Parks and Recreation Department players to play on teams outside of the Raleigh Parks and Recreation Department leagues, that directly effect attendance in the Raleigh Parks and Recreation Department program.

Please answer the following questions:

1. What is your general coaching philosophy for coaching a recreational youth team?
2. Describe your coaching objectives for the season.

[illegible]

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**TO BE COMPLETED BY APPLICANT'S SUPERVISOR**

**Supervisor Name/Phone#:** \_\_\_\_\_ **Position of Applicant:** \_\_\_\_\_

**Program or Sport:** \_\_\_\_\_ **Work Location:** \_\_\_\_\_

Briefly describe Position duties and responsibilities (include % of time in contact with children or in supervisory role over participants; % of time left unsupervised by full time staff; other major responsibilities): \_\_\_\_\_

**Driving City/Personal Vehicle:** ☐ Yes ☐ No    **Requires Handling City Funds:** ☐ Yes ☐ No    **Applicant will be:** ☐ Paid ☐ Volunteer

**Name:** \_\_\_\_\_  
Last
First
Full Middle
Maiden

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Home Phone # or Cell Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: ☐Male ☐Female Race: \_\_\_\_\_

**Social Security Request and Statement of Purpose:** To comply with the Confidential Records Law, your Social Security number is requested because you are being considered for employment or volunteer placement with the City of Raleigh Parks & Recreation Department. The Social Security number is required to process a criminal background investigation. *If you have lived outside of North Carolina within the last 10 years, you must provide your full 9-digit Social Security number.*

**Social Security Number (last 4 digits):** \_\_\_\_\_

**Address History:** Please list residential addresses for the past 10 years. Use back of form or separate sheet, if necessary.

Current Address:			Length of Time at this Residence
Street Address			
City	State	Zip	

Previous Address:		
Street Address		Length of Time at this Residence
City	State	Zip

Prior Address:	Street Address		Length of Time at this Residence
	City	State	Zip

**Have you ever served time in prison? Note: A “yes” response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered.** ☐ Yes ☐ No

Have you ever been convicted of a felony? Note: A “yes” response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered.

If you answered "Yes" to any of the above questions, please explain the circumstances: \_\_\_\_\_

I hereby certify, by my original signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the City of Raleigh to conduct a Criminal, Department of Corrections, and Sex Offender Registry check on my background while I am employed or volunteering with the Parks & Recreation Department. I understand that providing false statements or falsification of information will result in disqualification of employment.

I understand that the City will routinely perform background checks during the period of employment or serving as a volunteer. Information found and not previously disclosed by me, or information made available which was previously not disclosed, will be used by the City as part of the determination of my eligibility to continue in my capacity with the City. I have read and understand these requirements.

**Applicant's Signature**

Date \_\_\_\_\_

**AOC Check:**

           No Arrest Record  
           Arrest Record Attached

**National Sex Offender Registry Check:**

\_\_\_\_ Negative  
\_\_\_\_ Positive

**NC DOC Incarceration Check:**

           No Incarceration Record  
           Incarceration Record Attached

**Out of State Check (If Applicable):**

State(s)  
Date Submitted to ABC

**Examples of Offenses Considered Unacceptable for Employment/ Volunteer  
with the City of Raleigh Parks and Recreation Department**

Persons charged with and found guilty of the following crimes will not be allowed to work with the City of Raleigh Parks and Recreation Department. This listing of examples of criminal convictions is not exhaustive and conviction for other crimes or repeated charges for the same or similar charge(s) may be considered unacceptable as determined by the Parks and Recreation Director.

Manslaughter  
Murder  
Homicide  
Abduction (of child or adult)  
Robbery  
Carjacking  
Extortion  
Felony Stalking  
Sexual assault/sex offender charges (including incest, crimes against nature, taking indecent liberties with a minor)  
Drive by shootings  
Child abuse/neglect  
Possession of child pornography  
Escape from jail  
Assault charges (assault on a government official, assault with a deadly weapon with intent to inflict injury, assault on a person)  
Prostitution  
Rape  
Embezzlement  
Forgery  
Burglary or Larceny  
Possession of weapon on school grounds, possession of weapons to cause mass destruction  
Resisting a Public Officer  
Domestic Abuse  
Alcohol Offenses (open container offenses, consumption of beer/wine in public, possession of alcohol on unauthorized premises, possession of alcohol under age 21)  
Drug charges (drug possession, possession of drug paraphernalia, maintaining a dwelling for a controlled substance)

3 background searches will be performed on each Candidate/Volunteer:

1: **National Offender Registry Check** = Results available at <http://www.nsopr.gov/>

2. **NC Department of Corrections** = Results available at [http://webapps.doc.state.nc.us/apps/offender\\_servlets/search1](http://webapps.doc.state.nc.us/apps/offender_servlets/search1)

3. **AOC/CCBI Statewide Record Check** = Criminal, Infraction, and Archived record check conducted using AS-400 system. Results for Wake County charges available at Salisbury Street CCBI office (in Wake County Public Safety Center). Records for other Counties must be obtained from their County Court Records office.